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JUN 25 1956

MEMORANDUM FOR: Director of Personnel

THROUGH: Assistant to the DD/I (Administration)

SUBJECT: T/O Changes in Foreign Documents Division

REFERENCE: Memorandum from Acting Director of Personnel, dated  
27 April 1956, same subject

1. In consideration of referenced memorandum, several conferences were held in which FDD attempted to outline the need for semi-professional proofreaders in the interest of improving its reporting to the substantive consumers. Subsequently, FDD was notified telephonically by PED/OP that the highest grade allowable for these positions was a GS-4.

2. Accuracy and continuity in context in reporting information from documentary sources are basic necessities to the accurate finished intelligence conclusions of the substantive consumers. Currently, the Publications and Survey Section of FDD's Reports Branch must call upon GS-4s, who are hired as typists and frequently are just out of school, to proofread the text of its reports. In order to produce accurate information as much as possible of this manuscript must be rechecked by supervisors and on many occasions referred back to the Editorial Section for clarification. The time-consuming process slows production and with a volume of more than 150,000 pages of reported information per year leaves a potentially wide margin of error which could be dangerous to finished intelligence.

3. The importance of finished proofreading to FDD's products has long been recognized. CAF-4 positions were allowed for this function in the postwar days of the operation. This was relatively high in relation to the CAF-1 and CAF-2 typists positions allowed at that time. As demand exceeded supply in clerical personnel the proofreader position became increasingly harder to fill with even partially qualified personnel, and in December 1952 all typist positions were regraded 3/4, the higher position was dependent on the typist's ability to do some proofreading. When the Agency level for typists was raised to GS-4 in March 1955, no increase in proofreader grades was allowed FDD. The static proofreader position had been overtaken by the grade for typists and the ineffective process mentioned above was the only alternative for FDD's operation.

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4. Competent semiprofessional proofreaders on the level of Editorial Assistants are needed in FDD to insure the accuracy of its reports and relieve the supervisors of those extraneous burdens which prevent them from devoting the proper time to the pursuit of their regularly established duties. The requested proofreaders should be college graduates, or have the equivalent in experience, and be responsible for the correction of errors of misreadings and transliteration as well as the errors of typography, transposition, repetition, punctuation, etc. In addition the proofreader should be responsible for the inclusion or exclusion of omissions, controls, and editorial notes. We feel that such a person could not be employed or retained at GS-4.

5. Paragraph 3,a,(1) of the Staff Study dated 23 April 1956 by Overt Evaluation Branch and concurred in by Chief, PED, states that proofreader grades "cannot be supported above GS-4 since the function consists of the individual proofreaders independently reading the typed material against the draft material to insure that there are not any typing errors, that all insertions have been correctly included, etc." This is an over simplification of FDD's proposal. We do not believe that whether proofreaders work alone or in pairs is germane to the subject. First, current ceiling limitations do not permit the luxury of proofreading in pairs and second, the experience of FDD is that it is more efficient on their material to have one proofreader process a report. The Staff Study statement is more of a review of present practice than an outline of the type of function which is requested.

Paragraph 3,a,(1) of the Staff Study continues, "Material having errors is returned to the clerk typist for correction. This function cannot be evaluated above GS-4 in view of the limited opportunity for independent action, little or no editorial knowledge of other than a rudimentary nature being prerequisites of the position, the lack of any supervisory or quasi-supervisory responsibilities or of any variety of duties which would tend to broaden the position, etc." FDD wants persons for this assignment capable of independent action which could involve checking with the Editorial Section and at times the reporting officer. An increasing knowledge of editorial procedures is inherent in the finished type of proofreading needed. The responsibilities of the function would be high indeed as this would constitute the final refinement of reports before dissemination to the intelligence community.

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6. We believe the case of the grade for proofreaders warrants further review by you in the interest of providing accurate and more timely information for finished intelligence. For your convenience in such a review FDD's suggested job description for requested proofreaders is attached.

SIGNED:

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*for* GEORGE G. CAREY  
Assistant Director for Operations

Enclosure:

Suggested Job Description for  
Editorial Assistant (proofreader)

FDD/JJBagnall/ (21 Jun 56)

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Distribution:

- Orig & 1 - Addressee
- 1 - Asst to DD/I (Admin)
- 1 - Chief, FDD
- 2 - OO - Subj
- Chrono

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EDITORIAL ASSISTANT (proofreader)



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Under supervision of the Publications Unit Chief, receives work assignments from same and performs conventional duties of proofreading.

Final-typed copy on paper plates is read against the edited draft, from which the typist has worked, to discover errors and indicate necessary corrections required to conform with the intentions of the editors or of the original drafters of the text. These errors may be typographic, spelling, transposition, repetition, capitalization, and any variety of possible misreadings, punctuation, paragraphing, special insets or indents, tabulation, abbreviation, numerical rendition, pagination, indexing, serial numbering, security classification, inclusion or exclusion of caveats, controls, and special publication or editorial notes.

The proofreader indicates and directs by conventional notes and symbols such errors committed by typist or unwittingly overlooked or bypassed by original writer or editor and denotes the correction required in the final typed copy. In doing so, the proofreader has authority to direct arbitrarily the needed correction in all matters save those involving substantive meaning or critical grammatical construction, which may stem from peculiarities of the original foreign language. In such cases, as in all publication practice, the proofreader would initially refer to an editor for interpretation or, if unanswered there, might refer directly to the original writer. For questions involving the typing or layout of the material the proofreader would direct the typist as to the more correct or appropriate rendition.

The proofreader acts as a critic and as an instructor in relation to the typist. Reports and references of the proofreader concerning a typist's work bear considerable weight in preparation of fitness reports by the typing supervisor. In this contact with the typist the proofreader exercises considerable influence in the development of skill and accuracy on the part of the typist.

The proofreader bears the responsibility of final and critical review of all Division material prepared for publication. These published reports bear a CIA publications cover and as such represent the Agency. Work read and approved by the proofreader is accepted as complete and correct, and ready for dummyping, printing instruction and requisition for the Printing Services Division, OL.

**QUALIFICATIONS:** College degree or equivalent in experience. Knowledges required -- College-level English, grammar, punctuation, spelling, some familiarity with printing and reproduction methods. Knowledge of or familiarity with a foreign language is desirable; knowledge of editorial marks and symbols and proofreading directions

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**EDITORIAL ASSISTANT (proofreader) Cont'd**

and practices is required. Reproduction skills and familiarity with foreign languages might be developed on the job or through special training during probation.

**ABILITIES:** Concentration, conscientious application, penchant for accuracy and correctness.

**WORK EXPERIENCE AND EDUCATION:** College degree desirable. Professional proofreading or editing experience of at least two years, or work demonstration in this section for two years, plus one-year on-the-job performance in this position.

**SCOPE AND EFFECT:** Careless application to assigned work in this position could result in the publication of erroneous information to the intelligence community. This Division supplies information from the official publications of the Sino-Soviet bloc and therefore errors published are errors of fact which could be reflected in an intelligence estimate or final report. The material published by this Division is not of mere transitory value but of basic import for research, so much so that some offices and agencies have established reference files of the information taken from these reports. Reports of the Division amount to approximately 160,000 pages per year. The consumers represent all components of the intelligence community and related areas of government. Besides the routine workload, special reports and publications are produced, some instigated by the DCI, the DD/I, or other high-echelon areas.

**SPECIAL QUALIFICATIONS:** Owing to the constant application to reading matter required in this position, the person occupying it should have eyesight commensurate with this requirement.

**MENTAL DEMANDS:** Works under pressure of deadlines required for 40 scheduled reports, and the high standard of accuracy and completeness demanded in CIA productions.

**PROGRESSION:** Recruitment against the specific qualifications desired would be normal to fill this position. Advancement would be effected most easily into an editorial position, or, in event of attrition, to Publications Unit Chief.

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